Michaela Community School
GOVERNING BODY MEETING
Agenda

Date and time:	**Location**:
Wednesday 18th December 2023, 5.30 – 6.30pm	Meeting to be held remotely via Teams

Attendees:		
Name	Initials	Role
Chidi Amadi	CA	Governor
Sharon Brittan	SB	Governor
Pia Decarlucci	PD	Governor
Mohsin Drabu	MD	Governor
Katharine Birbalsingh	KB	Head Teacher
Katie Ashford	KA	Staff Governor
Juliet Sowunmi	JS	Parent Governor
Adeyemi Fasogbon	AF	Parent Governor
Matthew Godfrey	MG	Governor
Rebecca Williams	RW	Governor
Lundi Nyoni	LN	Governor
Daniel Hall	DH	Governor
Stephanie Ting	ST	Governor
Ali Mansfield	AM	Clerk

No.	FGB Items	Led by
1.	**Welcome**	CA
2.	**Declaration of Business Interests** • To confirm that all governors have completed new declarations for this academic year • Governors to declare any conflicts of interest for the current agenda • Governors to declare any gift or hospitality received in their role as a Governor of MCS	AM
3.	**Election of Chair and Vice Chair**	AM

MICHAELA
KNOWLEDGE IS POWER

Michaela Community School
GOVERNING BODY MEETING
Agenda

4.	**Appointment of Clerk**	CA
5.	**Governing Body Membership** • To note the election of a new Parent Governor, Juliet Sowunmi, term of office commenced on 20.11.24 • Confirm named governors: o Safeguarding o SEND o Careers	CA
6.	**Membership and Remit of Finance Governors** • To appoint Finance Governors for 24/25 • To agree continued remit of Finance Governor for 24/25s: o Review annual budget and recommend to FGB for approval o Review monthly management accounts and highlight any concerns o Review Finance Policies and recommend to FGB for approval o Meet annually with the auditors to receive the statutory accounts and recommend to FGB for approval o Review SRMSAT for approval by FGB	AM
7.	**Membership of Pay Committee for HT Pay** • To confirm membership of HT Pay Committee to review and approve HT pay: o Chair of Governors o Vice chair of Governors o Finance Governors	
8.	**Minutes of last meeting (8th July 2024)** • To agree the minutes of the last meeting • Matters arising not covered elsewhere on this agenda - none	CA
9.	**Academy Accounts 2023/24** • Finance Governors to report on meeting with auditors, Blick Rothenberg, which took place on 10th December 2024 • To receive and agree auditors' finalised accounts for 2023/24 for submission to the ESFA and Companies House	MD, LN, CA
10.	**Finance** • Report from Finance Manager • Budget position at Month 2 • Trial Balance • Cash Balances • Cash Flow • Pupil numbers • KPIs	

Michaela Community School
GOVERNING BODY MEETING
Agenda

	• Internal Controls Report Summary 2023-24 • Juniper Scope of Work for Internal Controls review 2024-25	
11.	**Risk Register** • Approve updates to Risk Register	
12.	**Policies**	
13.	**Safeguarding** • Safeguarding report from Katie Ashford • Confirm all governors to read Part 1 of KCSiE 2023 • Approval of updated Child Protection & Safeguarding Policy 2024	KA
14.	**HT Report including public examination results**	KB
15.	**AOB**	CA
16.	**Date of Next meeting**	All